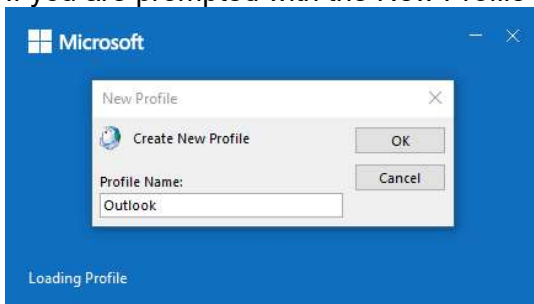




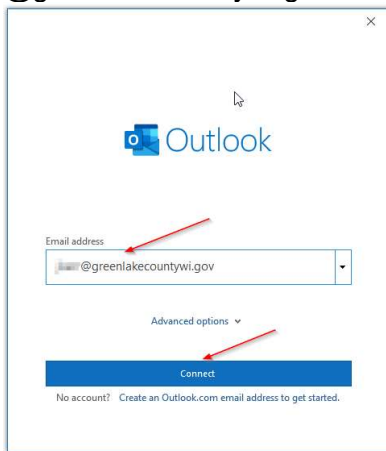
Sign in to Office 365 and 2 Factor Authentication

On the computer you are signing into Office: Launch Outlook 365

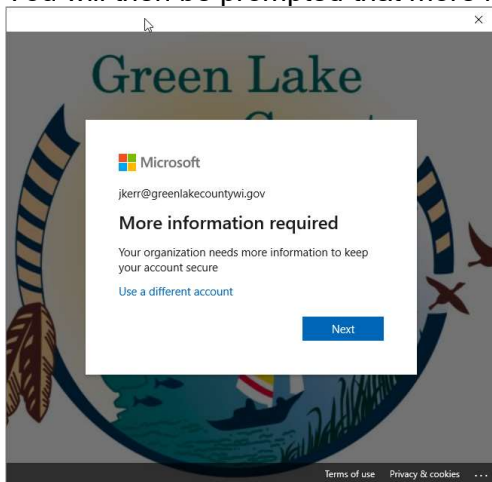
1. If you are prompted with the New Profile prompt. Type in Outlook and click OK



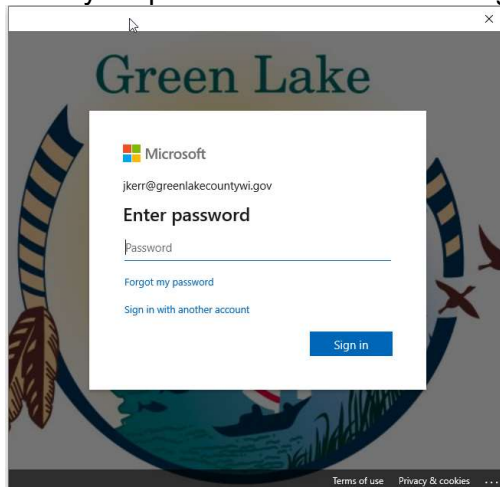
2. You will then be prompted to enter your email address. Enter in your @greenlakecountywi.gov email address and then click Connect



3. You will then be prompted that more information is required. Click Next

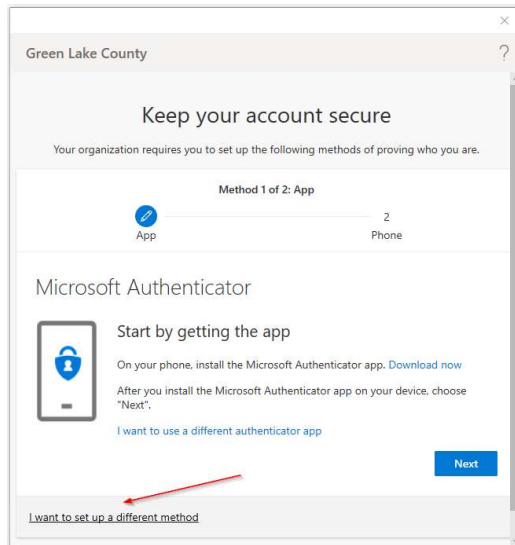


4. Enter your password and then click Sign in

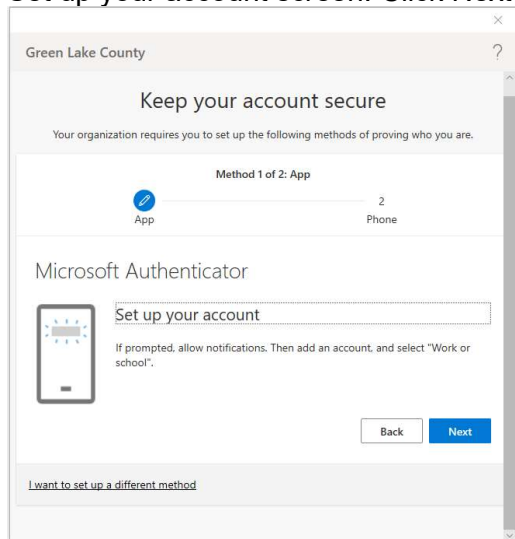


5. You will now be prompted to keep your account secure by verifying your identity with 2 factor authentication. The default method is with the Microsoft Authenticator App on your smartphone. This can be on your work or personal device to verify. If the authenticator app is not an option, you can select “I want to set up a different method” on the bottom. This set of instructions will be geared towards the Authenticator App

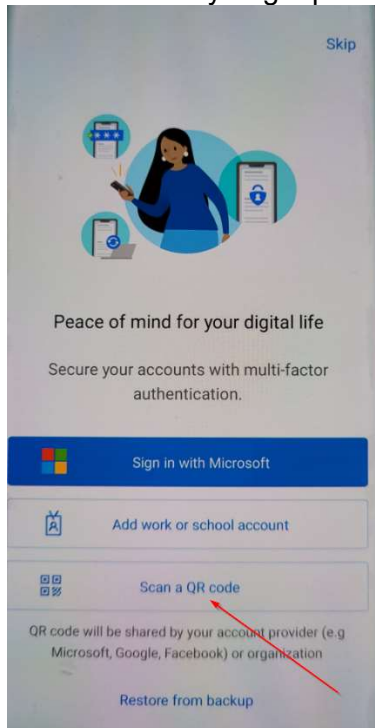
Click Next



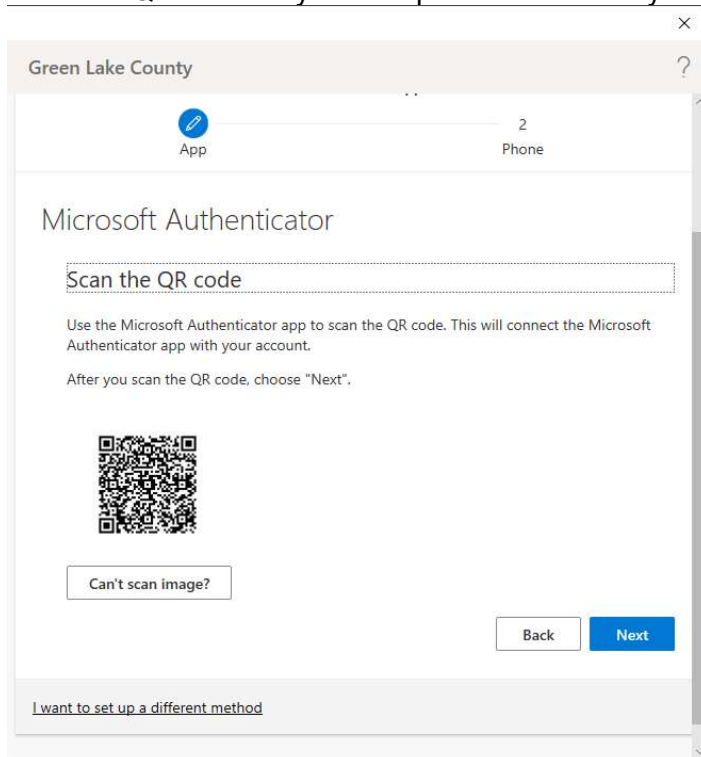
6. Set up your account screen. Click Next



7. On your mobile device. Open the Microsoft Authenticator App and select Scan a QR code
-Select Allow if you get prompted to allow access



8. Scan the QR code on your computer screen with your mobile device camera



9. Click Got It to any notification prompts on your mobile device
10. Click Next to proceed to the next step
11. You should now get a prompt on your mobile device to approve or deny your account. Say Approve.
12. Click Next

Green Lake County


Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 1 of 2: App

App 2 Phone

Microsoft Authenticator

 Notification approved

[I want to set up a different method](#)

[Back](#) [Next](#)

13. Now Enter in a work or device phone number for a 2nd method of verifying via text.

Green Lake County

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Phone

App Phone

Phone

You can prove who you are by texting a code to your phone.

What phone number would you like to use?

United States (+1)

☒ Text me a code

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

[Next](#)

[I want to set up a different method](#)

14. Verify the number by entering in the code sent to the mobile device via text message.
After entering the code click Next

Green Lake County

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Phone

App Phone

Phone

We just sent a 6 digit code to +1 [redacted]. Enter the code below.

[Resend code](#)

[Back](#) [Next](#)

[I want to set up a different method](#)

15. Click Next on the final screen after it is verified.

Green Lake County

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Phone

App Phone

Phone

SMS verified. Your phone was registered successfully.

[Next](#)

16. Click Done on the final confirmation screen.

